

Position Description- Administrative Assistant, FSN-7

Basic Function of Position

Under the supervision of the Millennium Challenge Corporation (MCC) Country Director, the incumbent is responsible for two broad streams of work. First, the incumbent will assist in managing all administrative functions related to a smooth functioning of MCC operations in Nepal, including activities that are likely to require closely liaising with the Embassy sections such as the Front Office, GSO, Finance, RSO, Pol Econ, and Public Affairs. The second stream of work involves liaising and engaging with the Government of Nepal, with a particular focus on OMCN or MCA-Nepal for MCC program management requirements such as quarterly financial reporting to MCC, monitoring and assisting with communication between MCC and Government of Nepal, particularly OMCN/MCA-Nepal, etc.

Major Duties and Responsibilities

% of Time

Administrative Support

45%

The incumbent serves as the first point of contact in handling administrative inquiries and is the source of general information to the public. The incumbent will develop and maintain working contacts and relationships for the MCC office with internal Embassy staff, other donors, and international organizations, compact country officials, and NGO and private sector contacts, as well as with MCC Washington-based staff to gather and/or disseminate information concerning compact programs and/or projects.

Incumbent will serve as sole administrative assistant to the MCC Country Director and provide administrative support to other MCC Resident Country Mission (RCM) direct hires, as applicable; screen incoming calls, correspondence, and interoffice material. Calls may range from host government officials and other stakeholders seeking information to MCC Washington and USG staff and members of the public. Determine the priority and respond appropriately. Make recommendations as needed regarding appropriate action and follow-up. Gathers voicemail messages and phone messages, taking initiative on appropriate action or routing to appropriate person. Responsible for keeping RCM informed of any administrative or programmatic problems or issues that need to be resolved. The incumbent will manage the MCC Country Director's calendar and keep her apprised of calendar, action items, messages and relevant issues, both internally and externally; obtains appointments for supervisors, TDY personnel and other official visitors on request. Working in collaboration with the Washington based Point of Contact (POC), the incumbent will assist in developing and updating guidelines and procedures relating to TDY travel and other matters as appropriate. This includes processing requests for Electronic Country Clearance (eCC); motorpool requests, hotel reservations, and TDY welcome letters that include security and all emergency and other contact information. Make travel arrangements, hotel reservations and other such logistical needs for RCM direct hires, as needed.

The incumbent is responsible for coordinating meetings including scheduling, agenda creation and logistics. The incumbent will coordinate all MCC office schedules, appointments, and activities to include arranging meetings with public and private sector officials and helping to organize representational functions for MCC. This would include confirming attendees, scheduling conference rooms, setting up conference calls, and managing multi-media needs.

Administrative documentation and filing

15%

The incumbent will manage office documentation; establish, and maintain filing systems (listings, contracts/grants, cooperative agreements, legal, correspondences, etc.) and store and track data in relevant computer systems. This includes making sure that all reference material and forms are available and current and that sensitive files are safeguarded. He/she will develop and maintain systems for monitoring status of the program and other documents and reports to help ensure timely clearance of documents in-country and by MCC Washington and/or MCC Mission, as appropriate.

The incumbent will draft routine letters and memos to MCC headquarters, the compact development/implementation teams in country, other government institutions, non-governmental organizations; create and format documents electronically including letters, emails, outreach materials, status reports, spreadsheets (Excel), and other related documents; translate documents and other correspondence for RCM staff as requested; review outgoing correspondence, reports; receive, control and distribute incoming correspondence; copy, scan, files, and track a variety of office documents for technical team.

Procurement and Budgeting

15%

The incumbent is the principal liaison between US Embassy management staff and MCC staff on administrative matters. The incumbent will manage all office procurement requests and maintain appropriate records; coordinate installation and maintenance of all office equipment; monitor and maintain office supplies and materials. The incumbent will assist staff with filing administrative requests and reports (travel, procurement, personnel, and reimbursements) and work with appropriate offices (US Embassy,) to ensure the timely processing of documents. The incumbent will manage all office procurement requests and maintain appropriate records. The incumbent is responsible for budget tracking, and generating financial reports, including the accuracy and timeliness of all financial information in reports. The incumbent will work with MCC headquarters to prepare MCC overseas administrative budgets and review and track purchase card spending, as appropriate.

Program Technical Support

25%

The incumbent will gather and compile information, under the guidance of the USDH assist in analyzing and interpreting information, prepare and disseminate regular and recurring reports to MCC staff. This may involve researching, contacting host government partners (compact development/implementation team and other key ministries), or other outside sources to obtain missing information or to correct the information. As requested, collect and synthesize a variety of information and factual data on topics relevant to MCC Compact program; prepare annotated bibliographies of subject material as appropriate. Under the supervision and guidance from the Washington based POC and the RCM, the incumbent will assist the RCM and MCC Washington staff in assessing the completeness and accuracy of quarterly information exchanged between MCC and the GON compact development/implementation team, including financial disbursement information, quarterly status updates, among other items. The incumbent will draft monthly programmatic and country highlights to be submitted to the Washington based POC. The incumbent will also assist the RCM in compiling and communicating relevant information to the Embassy and to the general public.

Performs other duties as assigned.